

**JOB POSTING
TOWN OF RICHLANDS
DEPARTMENT OF POLICE
JOB DESCRIPTION**

Department:	Department of Police
Job Title:	Uniform Police Officer
Classification:	Hourly
Reports To:	Reports to Designated Shift Commander/Chief of Police

A. General Duties:

1. A Police Officer is responsible for the efficient performance of required duties conforming to the oral and written administrative guidance as promulgated by the Chief of Police. Duties shall consist of, but are not limited to, general police responsibilities necessary to the safety and good order of the community. The Police Officer must apply community-oriented policing goals daily and shall there by strive to identify problems and suggest strategies to combat problems, fully enlisting the support of citizens, other officers, and government agencies. The officer must exercise flexibility and adaptability.
2. A Police Officer shall perform the following activities:
 - a) Detect crime, identify and apprehend offenders, and participate in subsequent court proceedings.
 - b) Reduce the opportunities for the commission of crime through preventive patrol and other crime prevention measures.
 - c) Aid people who are in danger of physical harm.
 - d) Facilitate the movement of vehicular and pedestrian traffic.
 - e) Identify potential law enforcement problems.
 - f) Promote and preserve the peace.
 - g) Provide emergency services.
 - h) Actively promote and enlist citizen involvement in combating crime and eliminating disorder.
3. The Police Officer position is non-supervisory. Police Officer duties are performed on an assigned shift under the general guidance of a designated Shift Commander.

B. Specific Duties and Responsibilities:

1. Exercises authority consistent with the obligations imposed by the oath of office. Promptly obeys legitimate orders.
2. Coordinates efforts with those of other members of the department so that teamwork may ensure continuity of purpose and achievement of police objectives.
3. Communicates to superiors and to fellow officers all information obtained in the field which is pertinent to the achievement of police objectives.
4. Responds punctually to all assignments.

5. Acquires and records information concerning events that have taken place since the last tour of duty.
6. Records activities during the tour of duty as required.
7. Maintains weapons and equipment in a functional and presentable condition.
8. Assists all citizens who request assistance or information.
9. Accountable for the securing, receipt, and proper transporting of all evidence and property coming into custody.
10. Strives to resolve non-criminal matters amicably and informally. Responds quickly and professionally to queries from the public, counsels juveniles and adults when necessary and refers them to relevant social service agencies.
11. Preserves the peace at public gatherings, neighborhood or family disputes, if possible.
12. Serves or delivers warrants, summonses, subpoenas, and other official papers promptly and accurately.
13. Confers with prosecutors and testifies in court on any manner arising from police business.
14. Accomplishes other general duties as they are assigned or become necessary.
15. Cooperates and coordinates with other law enforcement agencies, correctional institutions and the courts.

C. **Specific Duties and Responsibilities – Preventive Patrol:**

1. Patrols an assigned area for general purposes of crime prevention and law enforcement. Patrol includes:
 - a) Being thoroughly familiar with the assigned route of patrol. This familiarity includes knowledge of residents, merchants, businesses, roads, alleyways, paths, reservoirs, power stations, and factories. Conditions that contribute to crime shall be reported. The location of fire alarms, telephones, and other emergency services shall be noted.
 - b) Apprehending offenders or wanted persons.
 - c) Completing detailed reports on all crimes, vehicle accidents, arrests, and other incidents requiring police attention.
 - d) Preserving any serious crimes scene until a Shift Commander, Criminal Investigation Lieutenant, or Criminal Investigator **arrives on the scene.**
 - e) Performing security checks of private and commercial buildings, as appropriate.
 - f) Observing and interrogating suspicious persons.
 - g) Issuing traffic citations and uniform traffic summons.
 - h) Being alert for and reporting to fires.
 - i) Reporting street light and traffic signals out-of-order, street hazards, and any conditions that endanger the public safety.

- j) Observing activities at schools, parks, and playgrounds that suggest criminality or victimization.
 - k) Responding to any public emergency.
2. Conducts a thorough investigation of all offenses and incidents within the area of assignment. Collects evidence and records information which will aid in the identification, apprehension, and prosecution of offenders, as well as the recovery of property.
 3. Alert to the development of conditions that foster or cause crime or which indicate criminal activity. Takes preventive action to correct such conditions, and informs supervisors as soon as the situation permits.
 4. Responds to situations brought to the officers attention while in the course of patrol or when assigned by radio. Renders first aid, when qualified, to persons who are seriously ill or injured. Assists persons needing emergency services.
 5. Remains in the assigned area throughout the tour of duty except when a police emergency necessitates a temporary absence, or when the Sergeant or senior police officer on duty or the dispatcher has authorized a temporary absence.
 6. Alert for all nuisances, impediments, obstructions, defects, or other conditions that might endanger or hinder the safety, health, or convenience of the public within the patrol area, or which contribute to disorder.
 7. Takes proper care of an assigned patrol vehicle and attends to its routine mechanical maintenance; drives it safely and responsibly; and promptly reports and attended to defects or damage.
 8. Keeps radio equipment in operation at all times and remains thoroughly familiar with departmental policy concerning its use.

D. Specific Duties and Responsibilities – Traffic Patrol:

1. Directs and expedites the flow of traffic at assigned intersections, preventing accidents, protecting pedestrians, and ensuring the free flow of traffic.
2. Enforces the parking ordinances and motor vehicles in patrol areas.
3. Alert to traffic safety conditions which may endanger or inconvenience the public and reports these conditions to the Shift Commander.
4. Responds immediately when called from a traffic post to render emergency police service. Notifies the Shift Commander at the earliest possible opportunity.
5. Wears the prescribed traffic safety clothing and equipment.

E. Knowledge, skills and abilities:

Some knowledge of the philosophy, objectives and practices of counseling, particularly as related to juveniles; some knowledge of the fundamental principles of adolescent psychology; some knowledge of police investigative techniques and techniques of identification; general knowledge of rules of evidence and laws of search and seizure; ability to analyze evidence; ability to question and interview skillfully, ability to organize and prepare clear and concise oral and written reports; skill in the use of firearms; possession of physical ability and endurance; skill as a public speaker; ability to establish effective working relationships with juveniles, parents, school officials, fellow workers and the public.

F. Education and experience:

High School Diploma or GED Certificate required. Applicant must possess a valid Virginia Operators License. Successful applicants will be required to successfully complete the training standards established by the Department of Criminal Justice Services and all additional assigned training.

G. Background Investigation:

Applicant will be subjected to a thorough background investigation and must not have any criminal history record.

H. Physical Standards:

Must be in good physical condition and possess physical agility and endurance. Successful applicants will be required to meet the training standards established by the Department of Criminal Justices Services and all additional assigned training. Applicants will also be subjected to a physical examination, drug screening and other testing.

I. Salary Range:

Negotiable

APPLICATION DEADLINE:

Applications may be picked up at the Richlands Police Department, 1851 Cranwell Drive, Richlands, Virginia, and must be returned to the Attention of Chief of Police, Jerry Gilbert, applications will be accepted until position is filled. Must use Police Department application.